



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 11-30-78	Application Number 47		Application Number 79-25	Date Received JAN 19 1979
			Date Completed MAR 14 1979	
2. Person to Contact Sandra Jones		Working Title Operations Manager	Telephone Number 964-1721, 289	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1971		5. Records Series Title (followed by title used in office; if different) In Bond Ships Files		
Latest To Date				
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority. The Office Manager in which this file is created supervises the work of the warehouse, billing, import and export departments, analyzes ships' schedules, coordinates the processing of all paperwork with field divisions, insures that all paperwork is properly prepared and carefully balanced and verified against documentation received, facilitates expeditious cargo handling.				
7. Record Series Description Documents relating to:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. controlling the shipment of cargo received from other ports.		
Included are:		Ships' files on individual ships and invoices. When cargo is discharged at another port and then shipped to the Authority, it is said to be shipped "in bond."		
File is arranged:		Alphabetically by ship name.		
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>3-4</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?		
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 box per 2 years</u>				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law | <u>7</u> years. | d. Audit period | <u> </u> years. |
| b. Statute of limitation | <u>7</u> years. | e. Administrative need | <u> </u> years. |
| c. Federal law | <u> </u> years. | f. Federal retention instructions | <u> </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other then,

- ☒ Hold in the current files area 6 month(s) year(s); then
- ☒ Transfer to local holding area, hold 2 year(s); then transfer to dead storage, hold 5 years; then
- ☐ Transfer to State Records Center; hold year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	11-01-79	<i>Carol Thompson</i>	1-10-79

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	3-13-79
Secretary of State/Designee	<i>Carroll Hart</i>	3-12-79
Attorney General/Designee	<i>[Signature]</i>	3-13-79

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)